



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
POST OFFICE BOX 21231
TUSCALOOSA, ALABAMA 35402
205-759-0900 | FAX 205-759-0931
WWW.MH.ALABAMA.GOV



JIM REDDOCH, J.D.
COMMISSIONER

BEVERLY WHITE, BSN, MS
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION

JOB TITLE: Personnel Manager II

NUMBER: 13-47

JOB CODE: H5000

POSITION NO.: 8802070

JOB LOCATION: Mary Harper Geriatric Psychiatry Center
P. O. Box 21231
Tuscaloosa, AL 35402

DATE: 11-07-13

SALARY RANGE: 79 (\$50,119.20 - \$76,348.80)

QUALIFICATIONS: Bachelor's degree in Personnel Management, Business Administration, Public Administration, or related field, **OR** have completed a working test period as a Personnel Specialist III, plus considerable experience (48 months or more) in professional personnel management, including (24 months or more) supervisory experience. *Preference will be given for experience in performing day-to-day operations handling a variety of issues.*

KIND OF WORK: This is a highly responsible professional personnel management work in directing the day to day operations of the Personnel Department. An employee in this class is responsible for planning, organizing, developing, coordinating and implementing a comprehensive personnel management program. Supervision is exercised over a professional and non-professional staff. Coordinate all recruitment efforts for hiring. This includes all aspects of on-site hiring of Mental Health Worker I's; the hospital's largest classification. Interview applicants being considered for upper level professional positions. Evaluate and make recommendations to the Hospital Director in all situations involving employees, which call for consideration of suspensions or dismissal as a disciplinary action. Prepare dismissal and suspension documents as directed by the Hospital Director. Approve all written reprimands and warning letters prepared by Department Heads/Unit Directors. Evaluate and make recommendations for action to the Hospital Director on all requests for new positions or reclassifying positions received from the departments/units in the hospital. Interpret the personnel rules and regulations to hospital employees, especially department head level staff. Advise department heads on classification and hiring matters. Assist in preparation of presentation and defense information related to State Personnel Board appeals, EEOC cases, and Federal Court cases. Facilitate and maintain constructive relationships with official labor groups representing employees. Serve on standing and ad hoc committees as directed by the Hospital Director. Recommend approval/disapproval of donated sick leave, military leave and LWOP. Coordinate the required evaluation of employees by supervisors and insure accurate payment of related annual raises. Develop and provide in-service training to hospital staff on Human Resource related subjects. Plan, develop and complete special projects as assigned by the Hospital Director. Knowledge and skills dealing with Family Medical Leave Act. Must have excellent computer skills and knowledge. Perform other related tasks and assignments as requested.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of Department of Mental Health rules and regulations. Knowledge of State of Alabama Personnel policies and procedures. Knowledge of pertinent Federal and State laws and regulations (including FMLA, ADA and E-Verify). Knowledge of the principles and practices of public personnel administration, regarding applicable rules, regulations, policies and State and Federal legislation.

November 7, 2013
Job Announcement 13-47
Personnel Manager II

Knowledge of Joint Commission and Medicare standards. Ability to plan, organize, and prioritize work activities. Good supervisory and management skills with the ability to plan, direct and review the work of others. Ability to be objective and fair in all situations. Ability to interact with other professionals and community agencies in a courteous and professional manner. Good verbal and written communication skills. Ability to use computer, and have skills and knowledge of computer software.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an Application for Professional Employment (Exempt Classification), which may be obtained from Joe Long or visit our website at www.mh.alabama.gov **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Application should be returned Joe Long, Director of Human Resources Management (at the address above) by **UNTIL FILLED** in order to be considered for this position. ***AN OFFICIAL COPY OF YOUR ACADEMIC TRANSCRIPT FROM THE UNIVERSITY OR COLLEGE FROM WHICH YOU RECEIVED YOUR DEGREE IS REQUIRED AND MUST BE FORWARDED FROM THE COLLEGE OR UNIVERSITY TO THE HUMAN RESOURCES DEPARTMENT AT THE ABOVE ADDRESS.**

www.mh.alabama.gov